

Instructions for Manual Food Instruments (MFI) and Register

- Sign in to a specific clinic.
- From the **Home** screen → **Operations** → **Manual Food Instruments** → **Generate Manual Food Instruments**
- In the drop down box **Standard Food Package Type/Template Type** – choose only one type at a time
- In the box under **# of Packages** enter an amount desired.
- Select the **Print** button on the bottom right of the page.

Generate Manual Food Instruments Cross Roads
Home Family Services Scheduling Vendor Operations Finance Administration Help Logout

Generate Manual Food Instruments

Food Packages Total Items: 1

Standard Food Package Type / Template Type # of Packages

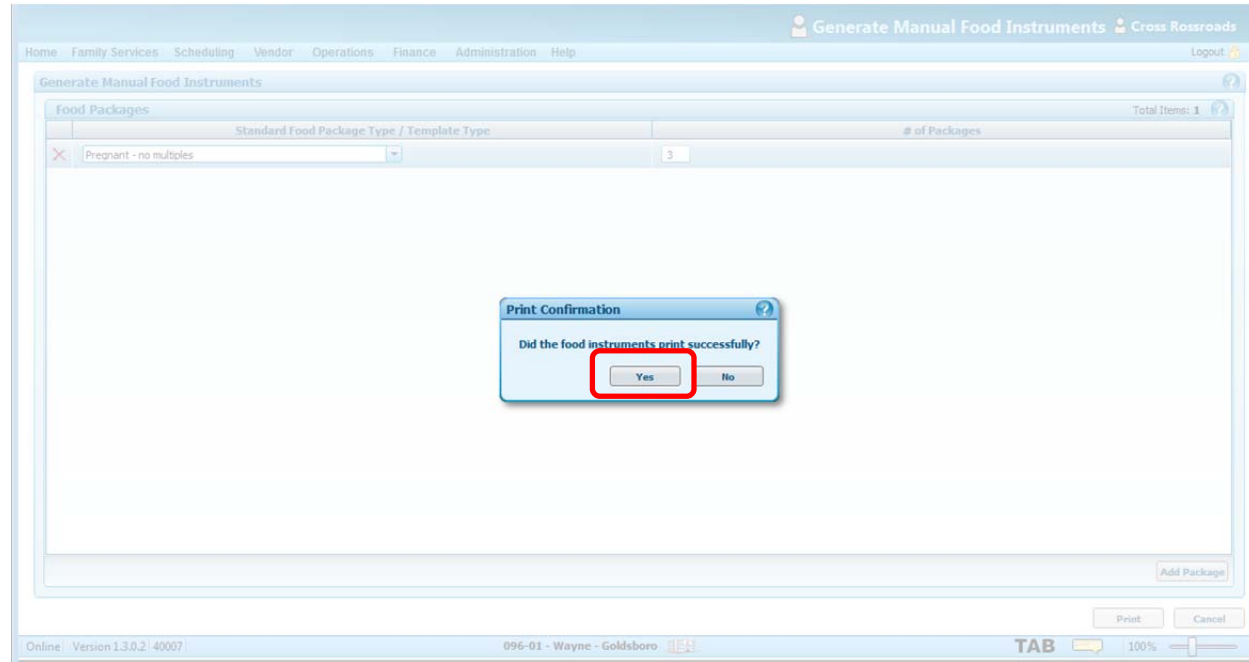
0

Add Package

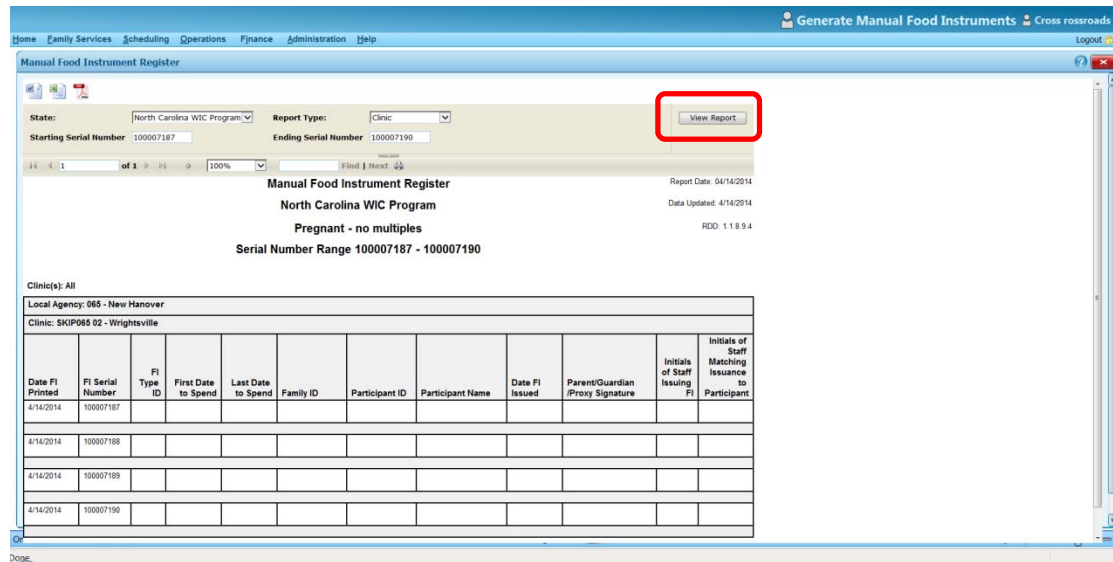
Print Cancel

Online | Version 1.3.0.1 | 40007 096-01 - Wayne - Goldsboro TAB 100%

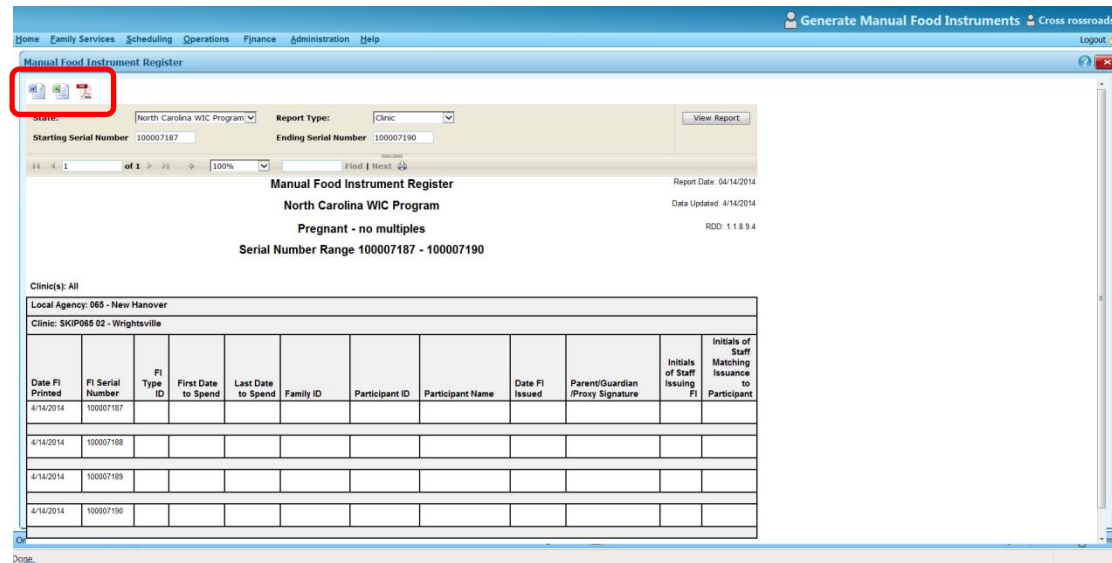
- A message will pop up asking – **Did the Manual Food Instruments Print Correctly?** Select **Yes** if they did and **No** if they did not. In this example, our food instruments printed successfully.
- If the food instruments did not print successfully, you would select **No**. This will take you to a screen that will allow reprinting of any or all of the MFIs that did not print.



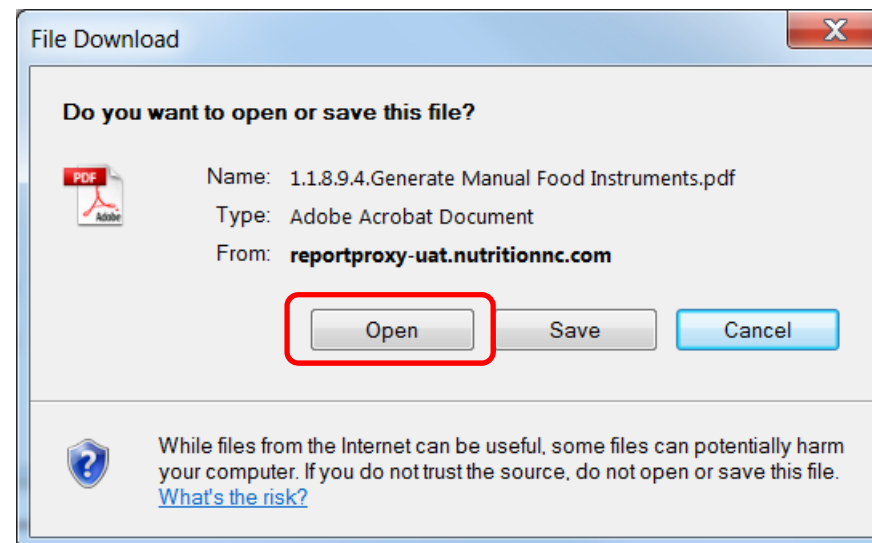
- A screen similar to this one will display after you choose Yes. **Click View Report.** Sometimes, it may take a few seconds before there is any content on your report. Keep selecting **View Report** until you have the title of the **Food Package** you selected in the header area.



- A **Manual Food Instrument Register** will display similar to this one. The **Register** is available in three formats; Word, Excel and PDF. At this time PDF is working best.



- When you select PDF, a pop-up message will appear asking if you want to Open, Save or Cancel. Select **Open**.



- The PDF document opens and you are able to print it using the printer icon.

- After you have printed the register, click the red X in the upper right-hand corner to close the file.

1.1.8.9.4.Generate Manual Food Instruments[1].pdf - Adobe Acrobat Pro

File Edit View Document Comments Forms Tools Advanced Window Help

Combine • Collaborate • Secure • Sign • Forms • Multimedia • Comment •

1 / 1 110% Find

Manual Food Instrument Register
North Carolina WIC Program
Pregnant - no multiples
Serial Number Range 100007205 - 100007208

Report Date: 04/14/2014
 Data Updated: 4/14/2014
 RDD: 1.1.8.9.4

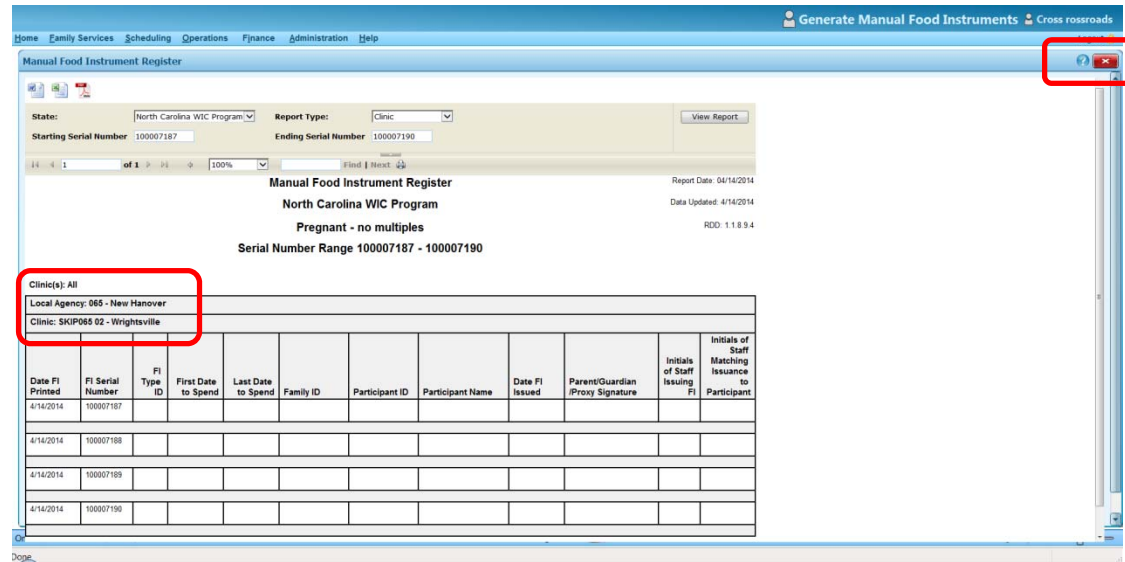
Clinic(s): All
 Local Agency: skip125 - Training County
 Clinic: skip125-01 - Main Training Clinic

Date FI Printed	FI Serial Number	FI Type ID	First Date to Spend	Last Date to Spend	Family ID	Participant ID	Participant Name	Date FI Issued	Parent/Guardian /Proxy Signature	Initials of Staff Issuing FI	Initials of Staff Matching Issuance to Participant
4/14/2014	100007205										
4/14/2014	100007206										
4/14/2014	100007207										
4/14/2014	100007208										

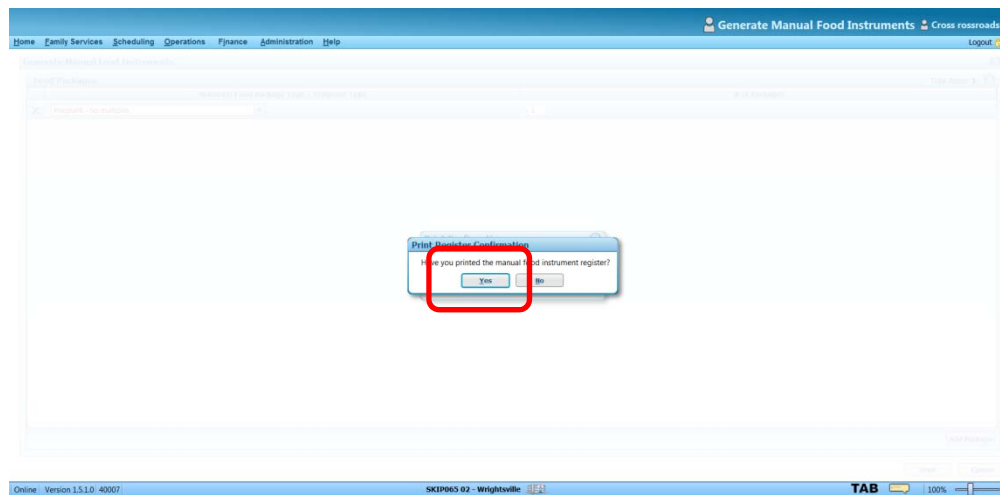
Run Date/Time: 4/14/2014 12:43:29 PM

Page 1 of 1

- After printing you will be moved back to the previous screen.
- Check the register to be sure that the correct Local Agency and Clinic are reflected. Compare the beginning and ending numbers on the register to the printed MFIs and CVVs to ensure that these numbers agree.
- Select the red X in the upper right corner to get out of the page.



- Print Register Confirmation message appears. Select **Yes**.



- After selecting Yes you are taken back to the Food Packages table on the Generate Manual Food Instruments page.
- Repeat until you have all of the MFIs that you need printed.

Hints

- Do Not Use Add Package on the Generate Manual Food Instruments screen. This does not apply to NC.

